

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934 AIRLIFT WING INSTRUCTION  
21-110**



**7 NOVEMBER 2016**

***Maintenance***

***FOREIGN OBJECT DAMAGE/DEBRIS  
PREVENTION PROGRAM***

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OPR: 934 MXG/MXQ

Certified by: 934 MXG/CC  
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Supersedes: 934AWI21-110, 10 January  
2012

Pages: 7

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*, and AFPD 91-2, *Safety Programs*. References include Air Force Instruction (AFI) 21-101 Air Force Reserve Command (AFRC) Supplement, *Aerospace Equipment Maintenance Management*; AFI 91-204, *Safety Investigations and Reports*; and TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*. This instruction applies to all personnel in the 934th Airlift Wing (934 AW). It outlines the wing Foreign Object Damage/Debris (FOD) Prevention Program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

***SUMMARY OF CHANGES***

This document has been revised and must be completely reviewed. Changes to vehicle equipment, watch caps, cell phones, escort responsibilities, and weekly housekeeping requirements.

**1. General.**

1.1. The Foreign Object Damage (FOD) Prevention Program will not be limited to aircraft and aircraft jet engines. It will be in effect at all times, before, during and after completion of all tasks.

1.2. FOD is defined by any damage to an aircraft, engine, aircraft system, component, tire, munitions, or support equipment caused by a foreign object(s) which may or may not degrade the required safety and/or operational characteristics of the aforementioned items.

## **2. Responsibilities.**

2.1. In accordance with (IAW) AFI 21-101 AFRC Supplement, para 11.8.1, the Vice Wing Commander (934 AW/CV) is responsible for ensuring an effective FOD prevention program is established.

2.2. All flight chiefs and work center supervisors will brief their personnel on the FOD prevention program and enforce compliance.

2.3. Each squadron commander who has personnel that must access the flight line area will appoint a squadron FOD representative.

2.3.1. The appointment must be in writing and contain the name, grade, office symbol, and duty phone and will be submitted to the wing FOD monitor

2.3.2. The representative is responsible for keeping the unit commander and 934th Maintenance Group (934 MXG) Quality Assurance (MXQ, QA) wing FOD monitor informed of the FOD status for their unit and will report all FOD incidences to the wing FOD monitor. Data will include tire changes due to FOD and lost tools.

2.4. Wing FOD monitor will:

2.4.1. Brief 934 AW/CV on the FOD program data quarterly.

2.4.2. Coordinate the weekly FOD walk. FOD flight line/ramp area walks will be conducted on Wednesdays each week. All 934 MXG organizations will regularly participate in the weekly FOD walk. Unit FOD monitors will participate as required. All other wing personnel are highly encouraged to attend.

2.4.2.1. The unit training assembly FOD walk will be considered the next week's FOD walk.

2.4.2.2. FOD walks will be held at least weekly except during inclement weather conditions (i.e. cold, rain, ice, snow, etc.) at the discretion of the 934 MXG Commander or appropriate representative.

2.4.2.3. Group will assemble at a designated location and then proceed to aircraft parking spot 2 to perform the FOD walk towards spot 9 (walking within the red boundary lines side by side for maximum area coverage).

2.4.3. Ensure FOD checks are conducted around aircraft prior to engine start, before launch, and around aircraft parking spot immediately after aircraft departure from spot.

2.4.4. Ensure this instruction receives widest dissemination throughout the 934 AW.

2.5. The 934th Operations Support Squadron Airfield Manager (934 OSS/OSA) or designated representative will:

2.5.1. Conduct daily FO checks of the primary parking ramp surfaces prior to the start of flying activities.

2.5.2. Ensure requested sweepers are dispatched as required.

2.5.3. Notify the FOD program monitor of any changes in airfield conditions that may cause a potential FO hazard.

2.5.4. Attend the quarterly FOD meeting and brief status of airfield conditions and construction projects.

2.6. All units that utilize the flight line will establish a tool control program and maintain control of all items while operating on the airfield. If an item becomes lost or cannot be accounted for, notify the 934th MXG Maintenance Operations Center (MXOC, MOC) at once. Provide them with a description of the item and all areas traveled while on the airfield. The MOC will coordinate a search effort and notify 934 MXG/MXQ of the incident and result of the search.

2.7. MOC will notify the FOD prevention monitor and/or QA on all FOD discrepancies and incidents.

2.8. All building custodians are responsible for the immediate areas around their building to include smoking areas and parking lots.

### **3. Wearing of Apparel.**

3.1. The flight line is a no-hat, no-salute area. Flight caps, ABU patrol caps, and organizational caps are not authorized. Winter watch caps may be worn when temperatures are cold.

3.2. Ear defender/communication headset devices must be worn over the watch cap within 25 feet of a running aircraft engine.

3.3. AF Form 1199, *USAF Restricted Area Badge* will be secured with either a plastic arm band or using a lanyard type necklace that has a breakaway feature. Line badges may be worn when doing routine visual intake inspections but will be removed if it is necessary to crawl into an engine intake.

### **4. Bird Strike Procedure (Bird/wildlife Aircraft Strike Hazard, BASH Program).**

4.1. Any person discovering bird strike damage and/or remains will notify the MOC. The MOC will notify the 934 AW Safety Office (934 AW/SE) for investigation and collection of remains.

4.2. MXQ will assist 934 AW/SE in the investigation of the bird strike for possible FOD damage to the aircraft.

### **5. General FOD Prevention Practices.**

5.1. Crew chiefs and all other maintenance personnel working in or around aircraft cockpits and flight decks will ensure the area is FO free prior to flight by policing up any small items of debris, such as pens, pen caps, pencils, erasers, hardware, etc., and placing them in a FOD container or in a proper storage compartment.

5.2. Aircraft engine intake and exhaust inspections will be documented and performed prior to aircraft engine maintenance runs.

5.3. Plug or cap all openings, ports, lines, hoses, electrical connections, ducts on aircraft, engines, support equipment, aircraft ground equipment, and trainers or components to prevent FO from entering these systems. All necessary caps, plugs, covers, etc. will be made readily available by management for use by aircraft maintenance personnel in their immediate work area for the prevention of foreign object damage.

5.4. All vehicle operators, as part of the daily vehicle inspection, will check for cleanliness, loose hardware, and tire entrapped objects to prevent foreign objects from being transported onto the flight line.

5.4.1. All vehicles will stop at the designated FOD tire check points and perform a FOD check. A FOD removal tool may be added to key rings of vehicles operating in the aircraft maintenance area.

5.4.1.1. FOD removal tool will be marked with the vehicle registration number.

5.4.1.2. Vehicles will mark ice scraper/gloves etc., with vehicle registration number and list on the AF Form 1800, *Operator's Inspection Guide and Trouble Report* under the 'OTHER' block.

5.4.2. Emergency response vehicles do not have to stop for tire checks when responding to an emergency situation.

5.5. Escorts of visiting personnel will ensure FOD compliance.

## **6. Training Requirements.**

6.1. All 934 MXG personnel will receive FOD awareness training upon initial assignment by 934 MXG/MXQ, documented on in-processing checklist.

6.2. Work center supervisors will ensure that each individual receives the necessary training and briefing to ensure they are made aware of the importance and understanding of FOD detection and prevention.

## **7. FOD Reporting Procedures.**

7.1. In the event of a suspected or confirmed FOD incident, report the following procedures.

7.1.1. Incidents (to include aircraft tire FOD) will be reported to the 934<sup>th</sup> Aircraft Maintenance Squadron (934 AMXS) and the 934<sup>th</sup> Maintenance Squadron (934 MXS) production superintendent on duty. The production superintendent or person discovering the damage will:

7.1.1.1. Notify MOC immediately upon discovery.

7.1.1.2. Assist 934 MXG/MXQ by completing AFRC Form 42, *Foreign Object Damage (FOD) Mishap Investigation Report*, as soon as possible.

7.1.2. Upon notification of a FOD incident, the MOC will:

7.1.2.1. Run the emergency action FOD checklist.

- 7.1.2.2. Notify 934 MXG/MXQ and 934 AW/SE of aircraft tail number, parking location, time of discovery, and give brief description of damage resulting from FOD incident.
- 7.1.2.3. Notify Command Post of FOD incident, aircraft tail number, discovery time, and description of FOD damage.
- 7.1.3. The Wing FOD Monitor (934 MXG/MXQ) will:
  - 7.1.3.1. Conduct an investigation IAW AFI 91-204 and AFI 21-101 to determine if the incident is a preventable FOD incident and chargeable to the wing FOD rate. The results of the investigation will be briefed to the 934 MXG/CC.
  - 7.1.3.2. Report the incident to 22nd Numbered Air Force/Chief of Maintenance Division (A4M) as soon as reportable damage is known but no later than 24 hours after occurrence.
  - 7.1.3.3. Coordinate with 934 AW/SE as necessary.
- 7.2. In the event of a FOD incident while an aircraft is off station, the senior enlisted maintenance personnel or aircraft commander will notify the MOC no later than the end of the day the incident occurred DSN 783-1328/1330, Commercial 612-713-1328/1330.
- 7.3. 934 MXG/MXQ will track all FOD incidents, enter them in Quality Assurance Tracking and Trend Analysis System (QANTTAS) and include them in the monthly and quarterly summary reports.

## **8. FOD Committee:**

- 8.1. FOD Prevention Committee Meeting will be held quarterly.
  - 8.1.1. All base agencies are invited and encouraged to attend FOD meetings.
  - 8.1.2. Time and location will be sent out to all appointed FOD representatives.
- 8.2. Meeting topics will cover:
  - 8.2.1. FOD incidents in the quarter.
  - 8.2.2. Dropped Object Prevention program.
  - 8.2.3. Points of interest from command and aircraft fleet.
  - 8.2.4. Sweeper status.
  - 8.2.5. Program changes and updates.
  - 8.2.6. FOD sources/Potential.
  - 8.2.7. Construction projects both ongoing and proposed.
  - 8.2.8. Deployed FOD areas of interest.
  - 8.2.9. Lost tools.
  - 8.2.10. Inspection items CTK and FOD areas.
  - 8.2.11. Questions and answer session.

## **9. Incentive Program:**

9.1. Wing FOD prevention incentives and awards are used to promote a vigorous FOD prevention program through recognition of exceptional individual achievement. Encourage competitive programs in FOD prevention between squadrons, flights, sections, and shops.

9.1.1. Every base organization is encouraged to participate in weekly FOD walks.

9.1.2. Significant contributions to the FOD Prevention program will be recognized at the quarterly FOD/Dropped Object Prevention Program (DOPP) prevention meeting.

9.2. Golden Bolt Award

9.2.1. The Golden Bolt Award is intended to increase awareness of FOD. 934 MXG/MXQ will use a conspicuous object clearly marked as the "Golden Bolt". The Golden Bolt will be set out a minimum of once a quarter in/or around the flight-line or back shop areas in a location that will not cause a potential FOD hazard.

9.2.2. Individuals who find the golden bolt will return it to 934 MXG/MXQ.

9.2.2.1. QA will forward the name of the individual recovering the golden bolt (winner) to the wing FOD prevention monitor for awards.

9.2.2.2. Winner will receive recognition and other awards as available and allowable by law.

9.2.3. FOD awards are subject to change based upon the availability of sponsors and funding.

9.2.3.1. 934 AW/SE and 934 MXG/MXQ have agreed to share in funding the awards.

9.2.3.2. The award is presented by the chair of the FOD prevention committee meeting.

9.2.3.3. Awards are tracked in QANTTAS and the recipient's name recorded.

ANTHONY G. POLASHEK, Colonel, USAF  
Commander, 934th Airlift Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101/AFRC Supplement, *Aircraft and Equipment Maintenance Management*, 24 August 2015

AFI 91-204, *Safety Investigations and Reports*, 14 April 2015

AFPD 21-1, *Maintenance of Military Materiel*, 29 October 2015

AFPD 91-2, *Safety Programs*, 24 July 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*, 1 September 2015

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1199, *USAF Restricted Area Badge*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AFRC Form 42, *Foreign Object Damage (FOD) Mishap Investigation Report*

***Abbreviations and Acronyms***

**AMXS**—Aircraft Maintenance Squadron

**BASH**—Bird Avoidance and Strike Hazard

**CTK**—Consolidated Tool Kit

**DOPP**—Dropped Object Prevention Program

**FO**—Foreign Object

**FOD**—Foreign Object Debris/Damage

**IAW**—In Accordance With

**MOC**—Maintenance Operation Control

**MXS**—Maintenance Squadron

**OPR**—Office of Primary Responsibility

**QANTTAS**—Quality Assurance Tracking and Trend Analysis System

**RDS**—Records Disposition Schedule

**SE**—Safety Office